

**Position Description
City of Terre Haute**

General Building and Parks Maintenance

Department: Parks and Recreation

Reports To: Director of Parks Maintenance

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Position Responsibilities (include but are not limited to the following):

- Responsible for maintenance operations at City Parks and Facilities
- Makes preparations for events
- Plants and maintains trees at City Parks and Facilities
- Plants and maintains flowers at City Parks and Facilities
- Clean the park restrooms, empty trash cans, clean toilets, replace empty paper towel dispensers, clean floors, vacuum
- Maintains the grass at City Parks and Facilities
- Renovates City facilities, as needed
- Mechanical duties, as needed
- Unlock and secure facility, as needed
- Ability to operate hand and power tools and light machinery
- Ability to operate zero turn mowers, weed eater and blowers
- Pick up trash in park
- Prepare and paint facilities
- Perform special assignments when assigned by supervisors
- Perform all other tasks as assigned by the Director of Maintenance

Knowledge, Skills, and Abilities Required:

- Basic understanding of general maintenance
- Ability to problem solve
- Considerable ability to work well with others
- Basic understanding of light construction and machinery
- Basic knowledge of plumbing, electrical, and general building repair

Minimum Qualifications: High School diploma or equivalent; 2 years maintenance training or field experience

Preferred Qualifications: CDL license

Working Conditions: Indoor and outdoor environments, including extreme heat and extreme cold

Physical Requirements:

- Ability to work in a wide variety of environments, including extreme heat and cold
- Ability to see within normal parameters
- Ability to hear within normal range
- Ability to extend hand(s) and arm
- Ability to stand for long period of time
- Ability to read
- Ability to push, pull, carry, and lift a minimum of 40 pounds